

CITY OF SAN JOSE
OFFICE OF THE CITY AUDITOR
Procedure No. M-09

PRELIMINARY SURVEY

Purpose

To gather historical, organizational and financial information that will help to familiarize the auditor regarding the audit subject, provide the background data for the audit report, and facilitate subsequent risk assessment and testing procedures.

Background

The preliminary survey is essentially the planning for the risk assessment and audit fieldwork phases of the audit. During the preliminary survey, the audit staff should:

- a. Consider significance and the needs of potential users of the audit report;
- b. Obtain an understanding of the program to be audited;
- c. Consider legal and regulatory requirements;
- d. Identify criteria needed to evaluate matters subject to audit;
- e. Identify significant findings and recommendations from previous audits that could affect the current audit objectives;
- f. Identify potential sources of data that could be used as audit evidence and consider the validity and reliability of these data, including data collected by the audited entity, data generated by the auditors, or data provided by third parties; and
- g. Consider whether the work of other auditors and experts may be used to satisfy some of the audit objectives.

Procedure

Audit Staff	<ol style="list-style-type: none">1. Obtain a copy of the City Auditor's Preliminary Survey Sample Audit Program and Results (APR) from Procedure No. 5-04A.2. Modify the APR as necessary to accommodate the needs of the current audit assignment.
Supervising Auditor and City Auditor	<ol style="list-style-type: none">3. Review and approve the Preliminary Survey APR.
Audit Staff	<ol style="list-style-type: none">4. File the Preliminary Survey APR in the audit workpapers.5. As the audit progresses, update the APR